

MICHIGAN STATE UNIVERSITY

Guidelines for Chaperones

Thank you for planning a visit to campus for an MSU Broad Art Museum fieldtrip. You will play a big role in making your participants' visit fun, safe, and educational. Following these guidelines will help make that possible. If you have any questions, please connect with your group organizer or an MSU staff member.

- ✓ Please keep your group together and know where your participants are at all times.
- ✓ Please leave food drink, backpacks, and large coats at check-in.
- ✓ Please help keep the kids engaged with the activities by sitting with the group and participating.
- ✓ Please help manage class behavior.
- ✓ If accommodations are needed, please contact the group organizer by email at eebam@msu.edu at least two weeks prior to your visit.

Campus Safety Information

MSU Police and Public provide [Safety Tips](#) online. Additional safety information is available through the [SafeMSU App](#). Additionally, information about MSU's timely warnings and instructions on how to sign up for community alerts can be accessed at the [MSU Alert](#) website.

Conduct Rules

Please note that Michigan State University regulations prohibit:

- Possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons;
- Violence of any kind;
- Sexual harassment, sexual abuse, and other sexually inappropriate behavior;
- Theft of property, regardless of the owner;
- Any violation of the University Anti-Discrimination Policy;
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying);
- Inappropriate use of cameras, imaging, and other digital recording devices or mobile device applications in showers, restrooms, locker rooms, and other areas where privacy is expected by participants; and
- Misuse or damage of University property. Participants may be financially responsible for damage or misuse of University property.

Information about MSU Policies related to Title IX

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct and Title IX Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct and Title IX Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and

Sexual Misconduct and Title IX Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Laura Rugless, JD

Vice President and Title IX Coordinator

Investigation, Support, and Resolution Office (ISR)

5 Olds Hall

East Lansing, MI 48824

Phone: (517) 884-0610

E-mail: OCR.LauraRugless@msu.edu

Website: <https://civilrights.msu.edu/response-and-investigations>

Reporting Procedures and Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. [A list of these resources is available online](#). Additionally, [a list of these resources specifically available for youth is available online](#).

Report to the [Investigation, Support, and Resolution Office \(ISR\)](#) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

E-mail: ocr.isr@msu.edu

Online reporting: [Public Incident Reporting Form](#)

Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Police Department

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

Michigan State University Anti-Discrimination Policy

- The [University Anti-Discrimination Policy \(ADP\)](#) states expectations for institutional and individual conduct.
- [The ADP User's Manual](#) provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination.